

ATTACH AN ATTORNEY

Description:

This is a feature in CORIS that allows a clerk to attach an attorney, or attorneys, to a party in a specific case.

Reference:

CORIS Online Manual

Overview:

To attach an attorney to a party in a case, use the Attach Attorney to Party Screen. This assigns attorneys to cases and automatically prints these attorneys on calendars. This process allows the attorney to be available to be selected in minute entries as well as on certificates of notification.

Attaching an attorney to a case is essential and a valuable tool for clerks. It is also used for reporting purposes.

ATTACH AN ATTORNEY

Procedure/Computer Entry

To attach an attorney to a specific case:

1. From the **Primary Menu** select **Party > Attorneys > Attach an Attorney**.
2. To find the attorney, enter the Last Name or Bar Number and select **Find Attorney**.

Attach Attorney to Party [X]

Bar Number Bar State **UT** [v]

Last Name

First Name

Address

City

State [v] Zip Code

Parties **TEST, ALBERT** [v]

Home Phone Bar Status

Fax Number

Bus Phone Enter a Bar Number or the attorney's name

Find Attorney

Attach Attorney

Attorney Maintenance

Clear

Print Address

Exit

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3. Select the party to which the attorney is to be attached from the **Parties** drop down box.

Attach Attorney to Party

Bar Number: 1 Bar State: UT

Last Name: EXECUTIVES

First Name: TV 123

Address: wwwwwwwwwwwwwwwwwwwwwwwwwww

City: new York

State: NY Zip Code: 80871

Parties: TEST, ALBERT

Home Phone: (555)555-1213 Bar Status: Active

Fax Number: (555)555-1235

Bus Phone: (555)555-1234

Find Attorney

Attach Attorney

Attorney Maintenance

Clear

Print Address

Exit

Enter a Bar Number or the attorney's name

4. Select **Attach Attorney**.
5. Add any additional attorneys for the case or party.
6. Select **Print Address** to print an envelope for the attached attorney.

In the event you receive a notice from an attorney regarding an address change this should be reported to the Help Desk.